



About Us

The Anglican Schools Corporation (ASC) is a network of schools, established in 1947 by the Synod of the Anglican Church Diocese of Sydney. Operating across Greater Sydney, the South Coast and the Central West of NSW, ASC provides high-quality, affordable Christian education within a biblical worldview. The Corporation supports schools to deliver excellence in teaching and learning, maintain safe and efficient operations, and grow sustainably in service of local communities.



Our Vision:

Serving Christ by equipping students for His world.



Our Mission:

To provide affordable, high-quality Christian education.



Our Objectives:

- To provide high quality education within a Christian worldview that is shaped by the Bible.
- To communicate in word and deed the gospel of Jesus Christ to students, staff, parents and the wider community.
- To provide education that is financially accessible to local communities.
- To operate the Corporation efficiently and safely.
- To grow the Corporation.



Our Values:



Act justly

Serving with integrity, diligence and a commitment to excellence.



Love mercy

Showing kindness, respect and genuine care for others.



Walk humbly with God

Modelling humility, trustworthiness, teachability and servant leadership.



Role Description

Role Title:	Senior Advisor People & Culture
Written by and date:	Director People, Culture & Communications 23 February 2026
Employee Name:	Vacant (TBC)
Department:	People, Culture & Communications
Location:	Group Office, Hurstville NSW 2220
Responsible to:	Director People, Culture & Communications
Role context:	The Senior Advisor, People & Culture operates within the Group Office of the Anglican Schools Corporation, supporting a large and diverse workforce across multiple school sites. As the Corporation continues to grow and respond to changing educational, regulatory and workforce demands, the need for consistent, strategic and values aligned HR leadership has become increasingly important.
Key working relationships:	<ul style="list-style-type: none"> • Group Office Executive and Managers • School Principals and Executive • External providers and entities (Legal, Employment Relations)
Role Purpose:	To provide trusted, expert advice on people management practices that build and sustain an engaged, high-performing workforce. This role works in strategic partnership with the business to engender a culture grounded in Christian values and an aligned workforce capable of delivering on the Corporation's mission and objectives.

Key Responsibilities:	Strategic HR Leadership and Partnership
	<ul style="list-style-type: none"> • Partner with senior leadership, management and key stakeholders to shape and implement people strategies aligned with mission, values and educational priorities. • Provide strategic and operational guidance on organisational design, workforce planning and change management, using evidence-based HR practices. • Build strong partnerships with school leaders, tailoring HR solutions to local contexts while ensuring organisational consistency and equity.
	Employee Lifecycle Management
	<ul style="list-style-type: none"> • Oversee and advise on all stages of the employee lifecycle, including, recruitment, onboarding, performance, development and exit processes. • Support school-based HR functions to deliver high-quality, consistent and positive employee experiences that reflect Christian ethos and organisational excellence.
	Culture, Wellbeing and Engagement
	<ul style="list-style-type: none"> • Lead initiatives that cultivate a positive, faith-aligned, inclusive and engaged workplace culture. • Provide advice on wellbeing, diversity and inclusion programs, ensuring alignment with the Corporation's values and strategic objectives.



	<p>Employee Relations, Compliance and Specialist Advisory</p> <ul style="list-style-type: none"> • Manage and resolve complex, sensitive and high-risk employee matters and workplace investigations. • Deliver timely, expert advice to internal stakeholders to ensure compliance with legislation, industrial agreements, policies and sector-specific requirements including the Fair Work Act and child protection obligations. • Provide referral to and work in conjunction with external providers and entities for specialised support (e.g. legal counsel, workplace investigations, ISNSW). <p>Data Driven Decision Making and Insight Sharing</p> <ul style="list-style-type: none"> • Use HR data and analytics to support workforce planning, identify trends and inform decision-making. • Provide specialist analysis and actionable insights to leaders, and oversee HRIS and reporting systems to ensure accuracy, integrity and compliance. <p>Stakeholder Communication and Relationship Management</p> <ul style="list-style-type: none"> • Communicate complex HR concepts clearly and credibly to varied audiences. • Build and sustain strong, trust-based relationships across the Corporation, acting as a respected advisor and partner. <p>Project Leadership and Advisory Engagement</p> <ul style="list-style-type: none"> • Lead and contribute to key HR projects and initiatives, ensuring alignment with organisational goals and sector best practice. • Foster collaboration between schools and the Group Office, providing expert HR guidance throughout the project lifecycle.
<p>Challenges and Opportunities</p>	<ul style="list-style-type: none"> • Supporting complex employee relations matters across multiple schools, requiring sophisticated advisory skill and collaborative problem-solving. • Navigating changes in educational priorities, sector developments and regulatory requirements while maintaining alignment with mission and values. • Balancing compliance obligations with the need to foster a flexible, high performing and service-oriented culture.
<p>Requirements and Qualifications:</p>	<p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualifications in Human Resources, Employment Relations, Organisational Psychology or a related discipline. • Current and valid NSW Working with Children Check (WWCC) (Employee). • Extensive knowledge of employment legislation, including the Fair Work Act and Fair Work Regulations, National Employment Standards (NES), Work Health and Safety (WHS), and Anti-Discrimination and Equal Opportunity. • Demonstrated success in a senior HR generalist or advisory role, with proven ability to act as trusted advisor, partner with diverse stakeholders, and apply specialist expertise to drive strategic outcomes. • High level of discretion, professionalism and integrity in managing sensitive matters. • Genuine commitment to the Christian ethos, values and mission of the Anglican Schools Corporation.



Desirable

- Experience within the education sector or a highly regulated environment.
- Strong understanding of the education sector - operations, workforce structures, relevant industrial instruments (Enterprise Agreements, Awards), and child protection requirements.

Acknowledgement of Role requirements

Role holder:
(Name and signature)

Date:

Manager:
(Name and signature)

Date: